

Client Training HQ

Letters in webManager

Based on your organization's set up, you may have access to one or more of the following letters:

- **Immigration Letter** - Can be used to show the U.S. Citizenship and Immigration Services or government embassies proof of employment and income for an employee
- **Employment Letter** - Shows an employee's current employment status and employment history to provide to a third-party outside of requests from credentialed verifiers. Employment Letters are not verifications.
- **Income and Employment Letter** - Shows an employee's current income and employment status to provide proof to a third-party outside of requests from credentialed verifiers. Income and Employment Letters are not verifications.

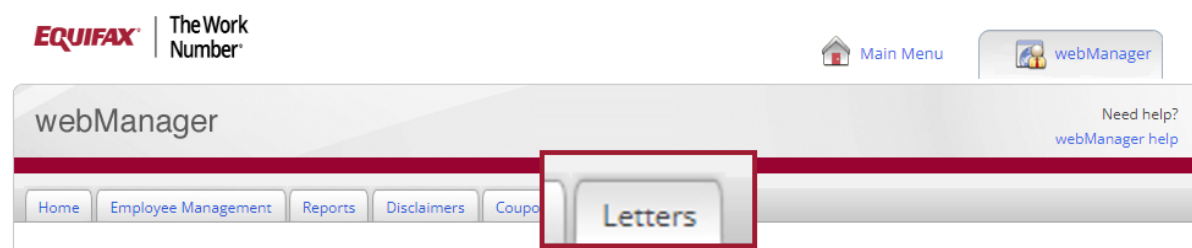
The letters that are available may vary by organization.

Please note: These documents are not suitable for use by lending institutions, credit agencies, pre-employment firms, property managers, or other private industry or social service agency entities who are determining an individual's eligibility for any employment, credit, governmental benefit, or other purposes authorized under the Fair Credit Reporting Act (FCRA). These letters do not comply with the underwriting requirements of Fannie Mae or Freddie Mac, nor do they satisfy other standards typically required for private industry and social service agency verifications. Please ask those vendors to visit www.theworknumber.com.

However, there are some instances outside of employment and income verification requests from credentialed verifiers where your employees may need to provide proof of employment and/or income to a third-party. Some examples may include overseas proof of employment requests, volunteer work, foreign investments, parental leave of absence, and adoption proceedings.

Letter Configuration

- Log in to www.theworknumber.com.
- Click **Login** and choose **Manage Your Workforce**.
- Choose **webManager Login**.
- Click on the **Letters** tab.



From the Letters tab, you will be able to view the format of each type of letter and also select a link to customize the employer disclaimer if you choose.

Images are examples and for information purposes only. They may vary across platforms and are subject to change.

webManager

Need help?
webManager help

Home

Employee Management

Reports

Disclaimers

Coupon Codes

Letters

1

Immigration

Employment & Income

Employment

Customize the Employer Disclaimer

3

2

[YOUR EMPLOYER LOGO]

2345 Main Street,
New York,
NY 63245, USA

IMMIGRATION LETTER

Information Current As Of: [Date]

December 7, 20XX

To Whom It May Concern,

Please see the details below provided by [Employer].

Name: [Employee Name]

Employment Status: [Employee Status]

Job Title: [Employee Job Title]

Original Hire Date: [Your Hire Date]

Most Recent Start Date: [Your Most Recent Hire Date]

Total Time with Employer: [Employee Total Time with Employer]

Rate of Pay: [Employee Rate of Pay] [Employee Pay Frequency]

[Your optional Employer Disclaimer goes here]

Sincerely,

[Your Employer Signature]

The Immigration Verification is only valid for use by the U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services, and Foreign Government Agencies and Embassies. The verification above is a summary of data provided to The Work Number by the employer stated above. If any of the listed information is missing, it is because the employer did not provide this information for inclusion in The Work Number. Information not provided by the employer is shown as "Data Not Provided."

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For questions, Call: 1-800-996-7566

(Hearing impaired clients may call 1-800-424-0253 / TTY) Website: www.theworknumber.com

1. Click on the letter type to see an example format.
2. The example format will show how the data will be laid out for that type of letter.
3. If you would like to add an additional message to the letter, click on **Customize the Employer Disclaimer** link to go to the Disclaimer tab and add or modify the disclaimer. Please see that screen below. Enter or modify your disclaimer on that screen and click Save. If your company uses more than one type of letter, the disclaimer will apply to all three letter types.

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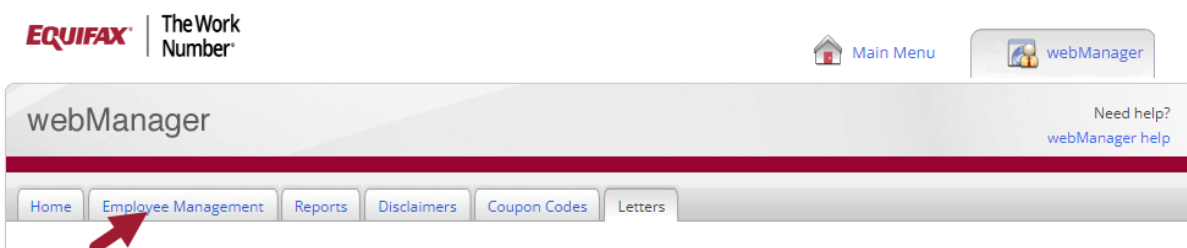
2

The screenshot shows the 'webManager' application interface. At the top, there is a header with the 'webManager' logo on the left and a 'Need help? webManager help' link on the right. Below the header is a navigation bar with tabs: 'Home', 'Employee Management', 'Reports', 'Disclaimers', 'Coupon Codes', and 'Letters'. The 'Disclaimers' tab is currently selected. Under this tab, there are two sub-tabs: 'Verification Disclaimer' and 'Employee Disclaimer'. The 'Verification Disclaimer' sub-tab is active, displaying a form. The form includes a note: 'Any changes made to the immigration disclaimer will also be applied to any other letters that are enabled.' It has two input fields: 'Verification Type:' with the value 'INS' and 'Disclaimer Title:' with the value 'Immigration Verification'. Below these is a section for the 'Verification Disclaimer' with a rich text editor. The editor has a toolbar with 'B', 'I', and 'U' icons. The text area contains the placeholder text: 'This is the additional message that will print on this letter.' At the bottom of the form are 'Cancel' and 'Save' buttons.

Generating Letters for Employees

Employees are able to generate their own letters through the Letters Center in the employee portal, but employers also have the ability to generate letters if needed.

To generate a letter for an employee, click on the **Employee Management** tab.



Search for the employee by **SSN** or by **Name**. Click **Search**.

The screenshot shows a web application with a navigation bar containing links: Home, Employee Management, Reports, Disclaimers, Coupon Codes, and Letters. Below the navigation bar, a text prompt reads: "Enter the employee's SSN / Employee ID or the Employee's name and click 'Search'". There are two search sections. The first section is for searching by SSN or User ID, featuring a dropdown menu for "Employers" (set to "Company Name"), a text input for "Employee SSN:", a "Search" button, and a link for "Search User ID". A red arrow points to the "Search" button. The second section is for searching by name, featuring text inputs for "Employee First Name:" and "Employee Last Name:", and a "Search" button. A red arrow points to this "Search" button. An "OR" label in a circle is positioned between the two search sections.

From the Employee Management screen, click on the **Employment Letters** link in the upper right hand corner of the screen.

The screenshot shows the "Employee Management" screen with the navigation bar. Below the navigation bar, a breadcrumb trail reads "Employee Search > Employee Detail". The main content area displays "EMPLOYEE NAME XXX-XX-5555" with a "Change ID" link. In the upper right corner, there are three links: "Employment Letters", "Employee Verification Data", and "Data Dispute Assistance". A red arrow points to the "Employment Letters" link.

This will generate the letter(s) so that you can download or print them.

The screenshot shows a PDF document titled "EmploymentLetters.aspx". The document features the "EQUIFAX" logo at the top left. To the right of the logo, the address "1235 Main St PRD St Louis 1, MO 63146" is displayed. Below the logo, the text "IMMIGRATION LETTER" is followed by "Information Current As Of: 06/15/20XX". The date "July 20, 20XX" is shown at the bottom left. The PDF viewer interface includes a toolbar at the top with icons for zooming, a page indicator "1 / 6", and buttons for download (A), print (B), and other functions.

- A. Click the download icon to **download** and save this letter as a PDF.
- B. Click the print icon to **print** the letter.

More Training Available!

Check out additional training resources available on our site, [Connections](#).

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.

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